



## Required Documents/Verifications for Unlicensed Providers



1. **A completed Child Development and Care Unlicensed Provider Application.** Return pages 1-3 to **Michigan Department of Education**, keep page 4 for your records. Application are found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare)
2. **Proof of Identity. Acceptable verifications include the following:**
  - ✓ Current, valid Driver's License.
  - ✓ Federal, state, or local government-issued identification card with the same information that is included on a driver's license.
  - ✓ U.S. passport.
  - ✓ School-issued identification with a photograph.
  - ✓ Form I-551, Green Card or Alien Registration Card.
3. **Proof of Age.**
4. **A copy of a valid Social Security card.**
5. **Proof of residential and/or mailing address. Acceptable verification include:**
  - ✓ Current, valid driver's license
  - ✓ Other ID which provides name and address.
  - ✓ Current mortgage of rent receipt.
  - ✓ Current utility bill showing service at the address (includes, but is not limited to water, gas, electric, and cable).
  - ✓ Current pay stubs with the provider's name and address.
  - ✓ Current homeowner's insurance policy.

**Note:** The name on all verifications must be the same and must match the provider name listed on the application. Please only send copies as information will be retained for the provider files.

**Information should be mailed or faxed to: Michigan Department of Education**

**Mail:**

Child Development and Care Program  
Provider Enrollment Unit  
P. O. Box 30267  
Lansing, MI 48909

**Fax:** 517-284-7529